

**UNIVERSITY OF PUNE**



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**ONLINE EXAM CELL**  
Ganeshkhind, Pune - 411 007  
Maharashtra (INDIA)

Ref No.: Exam / OEC / 017

Date : 21/8/2013.

To,  
The Principal / Director,  
All Affiliated Engineering colleges.

**Subject : General Instructions to the affiliated Engg Colleges regarding execution of Online examination.**

Sir / Madam,

FE (2012 Course) (Semester I – Phase–I) Examination is to be conducted from 27/8/2013 to 31/8/2013. The General Instructions to the affiliated Engg Colleges regarding execution of Online examination and electronically distributed papers are as under :

1. Principal of affiliated college shall appoint Senior Supervisor for Conduction of Online Examination Phase-I, Phase-II & Phase-IV and examination by Electronic Distribution of Papers (EDP) for the subject of Engineering Graphics.
2. Password for electronically distributed papers will be sent to CEO of affiliated colleges, one hour before commencement of particular paper(s) / paper set(s) through registered mobile with University of Pune.
3. Principals are requested to make an arrangement for downloading and making copies of Engineering Graphics paper in examination control room at college only. Confidentiality shall be maintained.
4. Online examination shall be conducted as per the norms of online examination system.
5. After successful completion of every paper, Senior Supervisor shall take a printout of mark-sheet, sign and seal it. These envelopes shall be submitted to Examination section, University of Pune within three days from the date of last paper/online examination.

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6. After completion of Engineering Graphics paper, all answer sheets shall be masked under supervision of Senior Supervisor and then only, these papers shall be distributed to examiners from panel. Panel of examiners will be conveyed to Principals through e-mail.
7. Assessment shall be carried out in exam control room only under supervision of Senior Supervisor / CAP Director.
8. After the assessment of papers, papers shall be un-masked for data entry purpose. Mark-lists shall be prepared as per formats provided. These mark-lists shall be submitted in Soft and Hard copies with due authentication, as per specified format.
9. The details of remuneration to be paid for conduction and assessment for associated staff shall be communicated later by Exam Section, University of Pune. Still then, no remuneration related to this examination shall be paid.

In case of any queries related to conduction and/or distribution, assessment please contact :

Online Exam Cell,

Examination Section, University of Pune

Ph: 020-25601229, 1206

oec\_engg@unipune.ac.in

Thanking you,

Yours faithfully,

Sd/-  
**OSD – Online Exam Cell**